



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Rare Book Specialist (John Evan Bedford Library of Furniture History)**

**Leeds University Library**



**Salary: Grade 6 (£27,511 - £32,817 p .a, pro rata)**

**Reference: CSLIB1228**

**Part-time 0.6 fte for 24 months from appointment**

## **Rare Book Specialist (John Evan Bedford Library of Furniture History) Leeds University Library**

**Are you a professional rare book cataloguer? Do you have an interest in the social history of furniture and interior design? Would you like the opportunity to work with a significant historical collection of books on furniture history and the antiques trade?**

Special Collections at the University of Leeds is responsible for hundreds of thousands of rare books, manuscripts, archives and artworks. We have recently acquired a significant collection of books, manuscripts, archival material and artefacts belonging to the antique dealer John Bedford. You will be part of the project team working to make the collection accessible to researchers.

As Rare Book Specialist (John Evan Bedford Library of Furniture History) you will be responsible for creating catalogue records for the rare books in the collection and noting important copy-specific information. You will also ensure engagement with the collection by developing research networks and disseminating the work of the project team.

You will have experience of MARC21, RDA and AACR2, and an understanding of classification principles. You will also need strong organisational and interpersonal skills and the ability to organise and deliver public engagement events.

### **What does the role entail?**

As Rare Book Specialist (John Evan Bedford Library of Furniture History) your main duties will include:

- Creating new catalogue records for the pre-1851 books according to MARC21 and RDA standards using the library management system Alma;
- Identifying and recording distinctive book bindings, marks of provenance, annotations and other evidence of use;
- Providing information for web-based resources relating to the collection;
- Assisting in the preparation and delivery of public engagement activities;
- Supervising a student intern;



- Advocating for the John Evan Bedford Library of Furniture History and contributing to the development of research networks;
- Selecting items for digitisation and display and writing narrative interpretations for exhibitions;
- Developing detailed knowledge of the collection, able to offer assistance to customers, answer specialist research enquiries, and contributing to effective collections management;
- Contributing to service improvement through the development of policies and procedures and local standards and practice.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## What will you bring to the role?

As Rare Book Specialist (John Evan Bedford Library of Furniture History) you will have:

- A formal library qualification and/or relevant experience, including a good knowledge of MARC21, RDA and AACR2 and an understanding of the principles of classification;
- Experience of handling and cataloguing rare print material and recording copy-specific information;
- Confidence in using IT, including MS Office and collections management systems;
- Experience of promoting library collections to potential users and developing research interest;
- Excellent communication skills, able to convey information clearly and concisely, adapting language and style depending on the audience;
- Excellent organisational skills, able to work independently, managing your workload whilst meeting service and performance standards including speed and accuracy, and using your initiative to solve problems;
- The ability to make a positive contribution to the team and work collaboratively with others;
- A positive and flexible approach to changing demands, priorities and new initiatives.



You may also have:

- Familiarity with the library management system Alma and the collections management system EMU;
- Experience of delivering public engagement events such as talks and "show and tells";
- An interest in social history and the history of the antiques trade.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

## Contact information

To explore the post further or for any queries you may have, please contact:

**Rhiannon Lawrence-Francis, Collections & Engagement Manager (Rare Books & Maps)**

Tel: +44 (0)113 343 9456

Email: [R.M.Lawrence-Francis@leeds.ac.uk](mailto:R.M.Lawrence-Francis@leeds.ac.uk)

## Additional information

John Bedford of William Bedford was one of the major dealers in antique furniture in London in the 1970s and for the next 35 years dominated his corner of the trade. He built one of the finest private libraries in the world relating to cabinet-makers and furniture design, with many books dating from the 18<sup>th</sup> and early 19<sup>th</sup> centuries.

The collection contains rare books on all aspects of furniture design and manufacture and includes early pattern books relating to Thomas Chippendale, Thomas Sheraton, George Hepplewhite amongst others. Annotations and illustrations have often been added to the original texts revealing cabinet makers' responses to changes in fashion.

The Centre for the Study for the Art and Antiques Market at the University of Leeds is the first research centre, both in a national and international context, with a specific focus on the study of the history of the antiques trade. The John Evan Bedford Library of Furniture History will provide both valuable context and further research potential in this area and we aim make this collection accessible to users as soon as possible.



Find out more about Leeds University Library here: <http://library.leeds.ac.uk/>  
Find out about the holdings of the Library's Special Collections and current projects here: <http://library.leeds.ac.uk/special-collections>

### **Working at Leeds**

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

### **Candidates with disabilities**

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

### **Criminal record information**

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

